

**Section 10.3 FUNCTIONS MENU****Employee Data Collection/Data Collection Adjustments  
Time Tab - Hours Entry or Hours by CB Entry Option**

Purpose	This section provides the procedures for <b>Timekeepers</b> and <b>Employees</b> to enter time adjustments by using the Hours Entry or Hours by CB (Coding Block) option window. The <b>Time</b> tab displays data as it was originally entered in Data Collection.
Tab	Time
Reminders	<ol style="list-style-type: none"> <li>1. The Time tab Hours Entry or Hours by CB Entry window is accessed through the <b>F</b>unctions, <b>E</b>mployee Data Collection Adjustment or <b>D</b>ata <b>C</b>ollection Adjustment windows. Timekeepers will adjust time for the employee selected from the Selection List. Employees may only adjust their own time.</li> <li>2. The Time tab displays time as it was originally entered in Data Collection based on the option a user selected through the Options menu (<b>H</b>ours <b>E</b>nter or <b>H</b>ours by <b>C</b>oding <b>B</b>lock). Users are NOT required to use the original entry window. However, if a different window is going to be used, it must be selected <b>before</b> making adjustments on the Time tab. To select a new option <i>see Section 4.1</i>.</li> <li>3. The same rules apply to adjustments as when entering time (<i>see Section 6.3</i>).</li> <li>4. The Time tab consists of an entry window for hours as well as the following bottom tabs (<i>see Section 10.3.1 for more detail</i>): <ul style="list-style-type: none"> <li>■ Hours Entry - This is the first window displayed and allows for the hours worked or used to be entered.</li> <li>■ Coding Block - This window is available only when the Hours Entry option was selected to enter hours. It allows a user to switch and enter hours for the labor distribution Coding Block. If a user selected Hours by CB Entry, this button is inactive.</li> <li>■ Comments - This window allows for comments to be entered for specific hours types (i.e. reason for sick leave used).</li> </ul> </li> </ol> <p><i>Continued</i></p>

**Time Tab**

Reminders (Continued)	<ul style="list-style-type: none"><li>■ Pers Miles - This window is inactive as adjustments to personal miles should be done through the Data Collection or Employee Data Collection windows.</li><li>■ Errors - This window allows a user to view a specific error when a message displays that an error occurred. For further information on a specific error or warning <i>see Section 2.3</i>.</li><li>■ Display - This window displays a summary of the employee's time.</li></ul> <p>5. When time or equipment adjustments have been entered and are saved, the status column on the Selection tab will be blank. The adjustment may be modified multiple times <u>until it is submitted</u>. When it is submitted, the status for that adjustment will display with a SUBM code. After an adjustment is submitted, changes to the adjustment can only be made by selecting the Modify button. This creates a new version and will overwrite the previous version. The adjustment may be modified as many times as needed. The 'Ver' field on top of the window displays the version number of the timesheet. The History tab displays the time and date each version was created.</p> <p>6. When timesheet adjustments are saved or submitted, a message will display to notify the user that errors or warnings were found during time validation. They are described on the Errors tab. Errors must be corrected before the adjusted timesheets can be submitted. Warnings are overwritten when submitting.</p> <p>7. Adjustments that will change the employee's hours balances (annual, sick, deferred, continuous service hours, hours til step, appointment, etc.) will NOT automatically update the balances in the Human Resource Management Network (HRMN) system. An adjustment to the hours balances will also have to be entered in HRMN.</p>
References	<i>No Specific References</i>

**Time Tab - Hours Entry Option**

The following windows are displayed in Employee Data Collection Adjustments or Data Collection Adjustments when the selection criteria information has been entered, Time tab has been selected and the **Hours Entry** option has been selected from the **Options Menu** bar. The first window displays the time as it was originally entered with the **Modify** button active. The second window displays a new version for entry of the adjustment. The steps for entry are described on the following pages.

DCDS 32

File Edit Options Functions Params Reports Window Help

Data Collection Adjustment

Selection Time Activity Equipment Inventory Emp Info History

AMBEAU, KASPARS M III 010-10-5442 Eff Dt: 12/22/1990 PP EndDt: 09/30/2000 Ver: 0 Adj Type:

Hours Entry

Month: September

Hours Type	Sum Total	17 S	18 M	19 T	20 W	21 Th	22 F	23 S	Wkly Total	24 S	25 M	26 T	27 W	28 Th	29 F	30 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0									40.0

Totals: 8.0 8.0 8.0 8.0 8.0 40.0 40.0

Hours Entry Coding Block Comments Pers Miles Errors Display Cash NPA

Distrib... Modify Submit Save Close

AMBEAU, KASPARS M III 010-10-5442 Eff Dt: 12/22/1990 PP EndDt: 09/30/2000 Ver: 1 Adj Type:

Hours Entry

Month: September

Hours Type	Sum Total	17 S	18 M	19 T	20 W	21 Th	22 F	23 S	Wkly Total	24 S	25 M	26 T	27 W	28 Th	29 F	30 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0									40.0

Totals: 8.0 8.0 8.0 8.0 8.0 40.0 40.0

Hours Entry Coding Block Comments Pers Miles Errors Display Cash NPA

Distrib... Modify Submit Prev Used CB Delete Save Close

**Time Tab - Hours by CB Entry Option**

The following window is displayed in Employee Data Collection Adjustments or Data Collection Adjustments when the selection criteria information has been entered, Time tab has been selected and the **Hours Entry by CB** has been selected from the Options menu bar. The steps for entry are described on the following pages.

DCDS 32

File Edit Options Functions Params Reports Window Help

Data Collection Adjustment

Selection Time Activity Equipment Inventory Emp Info History

AMBEAU, KASPARS M III 010-10-5442 Eff Dt: 12/22/1990 PP EndDt: 09/30/2000 Ver: 1 Adj Type:

Hours Entry by Coding Block

AY	Index	Std
		<input checked="" type="checkbox"/>
	2	<input type="checkbox"/>

Month: September

Hours Type	Sum Total	17 S	18 M	19 T	20 W	21 Th	22 F	23 S	Wkly Total	24 S	25 M	26 T	27 W	28 Th	29 F	30 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0								40.0	
<b>Totals:</b>	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40.0	

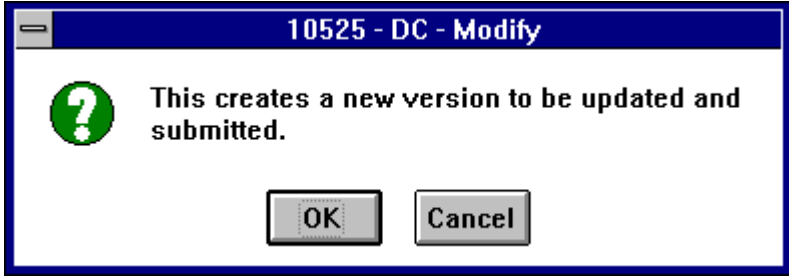
Hours Entry Coding Block Comments Pers Miles Errors Display Cash NPA

<=> Distrib... Modify Submit Prev Used CB Delete Save Close

Ready

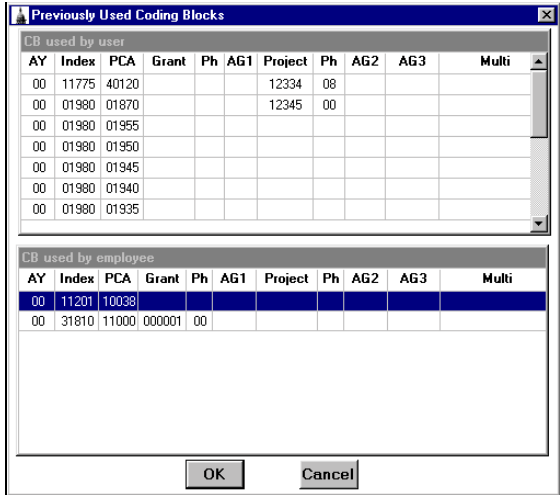
**Time Tab**

Follow the steps below to adjust an employee's time.

Step	Field Name	Action
1	Modify Button	<p>To make modifications to time or equipment information, click on the Modify button (this button is no longer active after this point). A pop-up window displays to notify the user that a new version will be created. Click the OK button to make changes to the information or click the Cancel button to remove the window and cancel the action. Enter appropriate changes to time and/or equipment information.</p> 
2	Hours Types or Coding Block*	<p><b>Hours Entry Option</b> - Select the valid hours types from the dropdown list or enter the appropriate hours type.</p> <p><b>OR</b></p> <p><b>Hours Entry By CB Option</b> - The Std field will be checked when the window is first displayed. This indicates that the standard coding block will be charged. To view the standard coding block elements, click on the Emp Info tab, then on Std Distribution bottom tab. If time is being charged to a coding block other than the standard, enter the coding block Fiscal Year in the <b>AY</b> field and tab to the next field. This will then allow for coding block data to be selected from the dropdown or click on the Prev Use the CB bottom tab to view the last 15 coding blocks entered and coding blocks used in the previous 4 pay periods. The following pop-up window is displayed:</p>

*\*indicates a required field that must be entered*

**Time Tab**

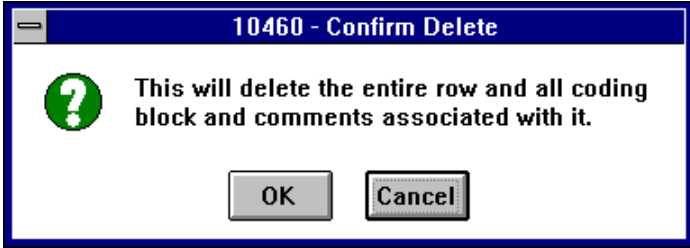
Step	Field Name	Action
2	Hours Types or Coding Block (Continued)	 <p>If time is to be charged to one of the coding blocks displayed, place the cursor in the row on the Hours by CB Entry window where the coding block is to be placed. Select the coding block to be charged from the pop-up and double click on that row or highlight and click the OK button. The coding block will automatically be placed in the coding block fields on the Hours by CB Entry window and time will then be charged to the coding block selected. Click the Cancel button to remove the Prev Used CB window.</p>
<b>Summary Entry</b>		
3	Sum Total	<p>Enter the adjustment to total hours worked for a particular hours type.</p> <p><b>Note:</b> This field may only be used for employees who are FLSA exempt (no overtime allowed based on Fair Labor Standard Act code) and their agency's policy allows summary totals. Do not enter hours in this field if the days of the week fields are filled. Employees who are non-exempt cannot enter time on a summary basis, this column is inactive for those employees.</p>

**Time Tab**

Step	Field Name	Action
<b>Daily Entry</b>		
4	Days of the Week*	<p><b>Hours Entry</b> - Enter the total hours by hours type for each day that requires an adjustment. The month and dates of the pay period selected are displayed above the days of the week fields.</p> <p><b>Note:</b> If making changes to the default work schedule, only the days that are different from the default need to be changed.</p> <p><b>Hours by CB Entry</b> - Follow the steps below to change the default work schedule, charged to the standard coding block, and enter a new coding block for which time is charged:</p> <ol style="list-style-type: none"> <li>1. To change the hours of the default work schedule displayed, highlight the hours in the appropriate day of the week field and press the Delete key on the keyboard (or press the backspace key). If the entire row of default hours is being changed, place the cursor in any field on the row and click the Delete button on the bottom of the window.</li> <li>2. To report a new coding block (other than the standard) enter the new coding block elements on the next available coding block row.</li> </ol> <p>Enter the hours charged to the new coding block on the first available row for hours entry. Use the Tab key on the keyboard to move to the next field. Only the hours charged to the coding block that is highlighted will display.</p>
5	Comments tab	To enter comments for a specific hours type or day, click on the Comments bottom tab ( <i>see Section 10.3.1 for input procedures</i> ).

*\*indicates a required field that must be entered*

**Time Tab**

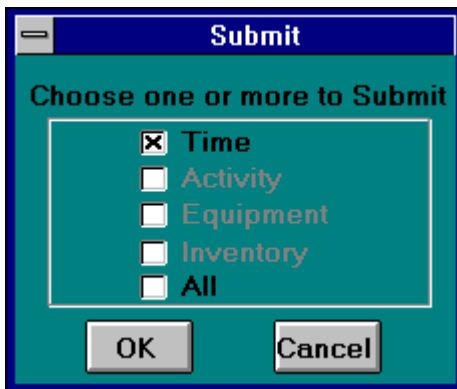
Step	Field Name	Action
6	Delete button	<p>To delete an entire row of information, click the Delete button. When a row of hours is deleted, any comments reported for those hours are also deleted. A pop-up window will display to confirm the delete. Click OK to delete the information or click Cancel to cancel the action.</p> 
7	Distrib button	To view distribution detail for labor, click the Distrib button on the bottom of the window. <i>(see Section 11 for further information)</i>
8	Pers Miles tab	The Per Miles bottom tab will be inactive and cannot be adjusted through the adjustment process.
9	Errors bottom tab	To view errors or warnings that occurred during validation, click on the Errors bottom tab <i>(see Section 10.3.1 for field descriptions)</i> .
10	Display bottom tab	To view the number of hours and coding block charged for each hours type, click on the Display bottom tab <i>(see Section 10.3.1 for field descriptions)</i> . This tab becomes active once the information has been saved.
11	Cash NPA	The Cash NPA (Net Pay Adjustments) tab is inactive. This type of adjustment may be done in the Human Resource Management Network (HRMN) system.



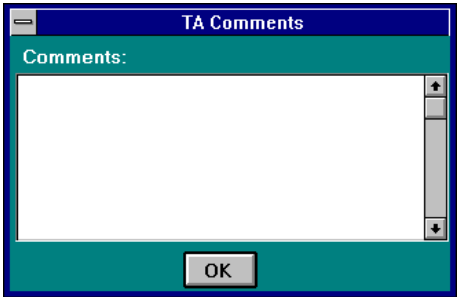
**Time Tab**

Step	Field Name	Action
12	Save button	<p>To save adjustments entered, click on the Save button located at the bottom of the window (or press Alt + S).</p> <ul style="list-style-type: none"><li>■ When time or equipment adjustments are saved, the status column will be blank on the Selection tab. The adjustment may be modified multiple times until it is submitted. Once it is submitted, any changes that need to be made must be done by selecting the Modify button.</li><li>■ Saving adjustments will not submit it for approval. If the adjustment is ready to be submitted, click on the Submit button.</li><li>■ Time validation takes place when the save button is clicked. A message will display to notify the user if errors or warnings are found. They will be described on the Errors bottom tab. Corrections do not have to be made when the time information is saved and will reappear in the Errors window when time is updated. The status column displays an 'E' on the Selection tab for adjustments that have an error.</li></ul>

## Time Tab

Step	Field Name	Action
13	Submit button	<p>When the time adjustment is complete, click on the Submit button located at the bottom of the window (or press Alt + M). The following pop-up window is displayed to verify that Time information is to be submitted. Click the OK button to submit time or click the Cancel button to remove the window and cancel the action.</p>  <ul style="list-style-type: none"> <li>■ This button forwards completed adjustments for further processing. <b>Time and Equipment information cannot be submitted at the same time.</b></li> <li>■ If errors or warnings have not been corrected, a message will display to notify user that errors or warnings were found. All errors must be corrected before the adjustment can be processed (see <i>Section 2.3 for information on a specific error</i>).</li> </ul> <p><i>Continued</i></p>

## Time Tab

Step	Field Name	Action
13	Submit (Continued)	<p>■ Once the OK button has been clicked on the Submit window, the following pop-up window is displayed to allow the user to enter comments regarding the adjustment. This is a <b>required</b> entry.</p>  <p><b>Note:</b> If additional changes need to be made after the adjustment is submitted, click on the Modify button and repeat the procedure. A new version will be created for either time and/or equipment which overwrites the previous version. When changes are made to an adjustment that has been submitted, the Save button will not display. The information is saved and submitted when the Submit button is selected. The History tab displays the time, date and User ID from which each version was created.</p> <p><b>Adjustments that have been submitted will <i>not</i> be processed unless they are approved using the DCDS on-line approval process.</b></p>
14	Close button	Click on the Close button to exit the window (or press Alt + C).